

Historic, Archive Document

Do not assume content reflects current scientific knowledge, policies, or practices.

1-9
H-752

UNITED STATES DEPARTMENT OF AGRICULTURE
Bureau of Home Economics
Washington, D. C.

INSTRUCTIONS FOR STUDY OF USE OF TIME BY HOMEMAKERS

Reserve

PERIOD FOR KEEPING RECORDS

The record should cover a period of one week (7 consecutive days including Sunday). Choose a week which will be typical of your daily and weekly activities, not one in which you are doing something unusual which interferes greatly with your daily and weekly routine, as papering the house.

BLANKS TO BE FILLED OUT

For each day of the week fill out one Daily Time Record of Homemaker (including questions on Number of Persons) and one Daily Time Record of Help. (If you have no help, indicate by drawing a line across columns). At the end of the week fill out one Supplementary Information blank.

BEFORE STARTING YOUR RECORDS STUDY CAREFULLY THE DIRECTIONS GIVEN BELOW AND THE DIRECTIONS AND ENTRIES ON THE SAMPLE BLANKS. WHEN YOU FINISH EACH RECORD GO OVER IT AGAIN TO MAKE SURE THAT IT IS COMPLETE AND THAT EVERY ENTRY IS PROPERLY MADE. THE IMPORTANCE OF FOLLOWING DIRECTIONS CAN NOT BE OVEREMPHASIZED.

DIRECTIONS FOR RECORDING HOMEMAKER'S TIME

Record each activity as soon as possible after it is performed, using a sharp pencil. Account for the entire 24 hours. The time need not be entered to the exact minute. The nearest 5 minutes is accurate enough. For example, 9:18 should be entered as 9:20. No entries should be made for less than 5 minutes. Activities taking less than 5 minutes should either be entered as 5 minutes or be ignored, the time being thrown in with the next activity.

The entries should state just what was done. For example, "housework," "care of baby," and "in town," are too vague; the particular activity done should be stated, as "made beds," "fed baby," "went to a movie."

Activities should not be combined. For example, if 2 hours were spent in filling out a mail order for food and writing personal letters those two activities should not be entered together in a space marked off for 2 hours, but the time spent on the mail order, say 50 minutes, should be marked off separately and labeled "mail order for food," and the remaining time, 1 hour and 10 minutes, marked off and labeled "writing personal letters."

When two activities are carried along together, first one being attended to and then the other, the time actually spent on each should be estimated and entered separately. For example, if baking is tended to along with ironing for 1 hour, the total time given to the baking, say 10 minutes, should be estimated and marked off separately and labeled "baking," and the remaining time, 50 minutes, marked off and labeled "ironing."

If, however, two activities are actually done at the same time, they should be entered together. For example, if mending is done for 30 minutes while listening to the radio, the 30 minutes should be marked off as a whole and labeled "mending and listening to radio."

SPECIAL DIRECTIONS FOR CERTAIN ACTIVITIES

Food. Indicate as far as possible just what was done, as preparing breakfast, washing breakfast dishes, putting up lunches, canning. Any preparing or clearing away of refreshments for social affairs in the home such as baking cakes or preparing sandwiches, should be entered as "refreshments." Getting vegetables from the garden should be entered separately and not included with preparing meals.

Cleaning and straightening. Any cleaning and straightening not usually done every week should be marked "extra." For example, if the pantry is not usually cleaned as often as once a week, but was cleaned this week, enter as "cleaned pantry extra." If it is usually cleaned once a week or oftener, enter merely as "cleaned pantry."

Laundry. If blankets, rugs, curtains, and so forth, are done separately from the regular laundry, indicate kinds of articles.

Sewing, mending, fancy work. Enter separately, showing which was done.

Purchasing and paying. Indicate food purchasing separately from other family and household purchasing. If purchasing is done for farm or business use, indicate this.

If an activity is performed for persons other than members of the household, indicate this, as making gift for friend, fitting dress for neighbor, or making cakes for church bazaar.

If an activity is performed for pay, such as sewing, baking, or type-writing, mark as "paid."

Attending meetings, lectures, clubs. Indicate program, as lesson in dressmaking, lecture on health, social club, or parent-teacher meeting.

Going to and returning from places. Separate this time from that actually spent at the place. For example, going to a movie and returning should be entered as "went to movie," "at movie," and "returned home,"

Correspondence and telephoning. Specify as to purpose, as writing business letter for husband, phoning doctor about son, phoning for farm help.

Reading. Indicate kind of reading, as news, fiction, religion, farming, homemaking, and so forth.

Care of self. Mark as self when necessary to make clear. For example, "at doctor's office" or "making poultice" should be marked "self" if for self.

Time for retiring. Remember to make an entry for preparation for bed.

Gardening. Indicate whether flowers or vegetables.

1.9
H752
Suppl.
192 - ?

1.

United States Department of Agriculture
Bureau of Home Economics
Washington, D. C.

Reserve

SUPPLEMENTARY INFORMATION FOR STUDY OF USE OF TIME BY HOMEMAKERS

Date _____ 192	Persons in household during week studied			No. of days present
	Relationship to homemaker (as son, cook, boarder)	Sex	Age	
Name _____				
Street or route _____				
Post Office _____				
County _____				
State _____				
Do you live in the country? _____				
Occupation of chief income-earner of family _____				
If farming, chief products sold _____				
Birthplace of homemaker _____				

HOUSE: Owned _____ Rented _____
No. of rooms in use during week of time study, including bathrooms _____

EQUIPMENT USED DURING WEEK OF TIME STUDY

Kitchen water supply: Running water in kitchen: hot _____ cold _____ sink _____
Pump in kitchen _____ sink _____
Carried to kitchen _____ If so, about how many feet? _____
Waste water carried from kitchen _____ If so, about how many feet? _____

Toilet: Outside _____ Chemical _____ Running water _____

Running water for: Wash bowl: hot _____ cold _____ with drain _____
Tub or shower: hot _____ cold _____ with drain _____

Lighting: Kerosene _____ Electric _____ Gas _____ Other (describe) _____

Kitchen stove: Wood _____ Coal _____ Gas _____ Kerosene _____ Electric _____

Heating (other than from kitchen stove)

During week of time study was your house heated? _____ If so, by what
method: Furnace _____ Stoves _____ Other (describe) _____

Was the time for caring for fire entered on time records? _____

Other labor-saving equipment used during week (describe)

LAUNDRY DONE AT HOME DURING WEEK OF TIME STUDY

For how many persons was the following work done and how many weeks' collection of laundry did this work include?

Washing: Wearing apparel: persons _____ weeks _____
Flat work (towels, bed and table linen): persons _____ weeks _____

Ironing: Wearing apparel: persons _____ weeks _____
Flat work (towels, bed and table linen): persons _____ weeks _____

What articles, if any, were put away without ironing?

What equipment was used?

Washing machine: Hand _____ Power _____

Wringer: Hand _____ Power _____

Irons: How heated: Stove _____ Electricity _____ Otherwise _____

Ironing machine or mangle: Hot _____ Cold _____ Hand _____ Power _____

Used for what articles?

Was water carried to tubs or machine? _____ If so, about how many feet? _____

Was waste water carried away? _____ If so, about how many feet? _____

LAUNDRY SENT OUT AND BAKER'S BREAD BOUGHT DURING WEEK OF TIME STUDY

Any laundry sent out? _____ If so, where: laundress _____ commercial laundry _____

If not, why not: No place to send it _____ Costs too much _____ Work not well done _____ Other reasons (describe) _____

Any baker's bread bought? _____ If not, why not: _____

No place to get it _____ Costs more _____ Not as good as homemade _____

Other reasons (describe) _____

WEEK TYPICAL OF YEAR

Were the activities of this week or the help received from members of the family unusual to any significant extent? _____ If so, in what ways?

PAID HELP IN PAST YEAR

During last 12 months (including week studied) have you employed any paid help in housework or care of family? _____ If so, fill out the following:

Kind of work (Describe clearly)	Number of days employed	Hours worked per day	Payment per day		
			Money wages	Number of meals	Room

HOMEMAKER AWAY FROM HOME

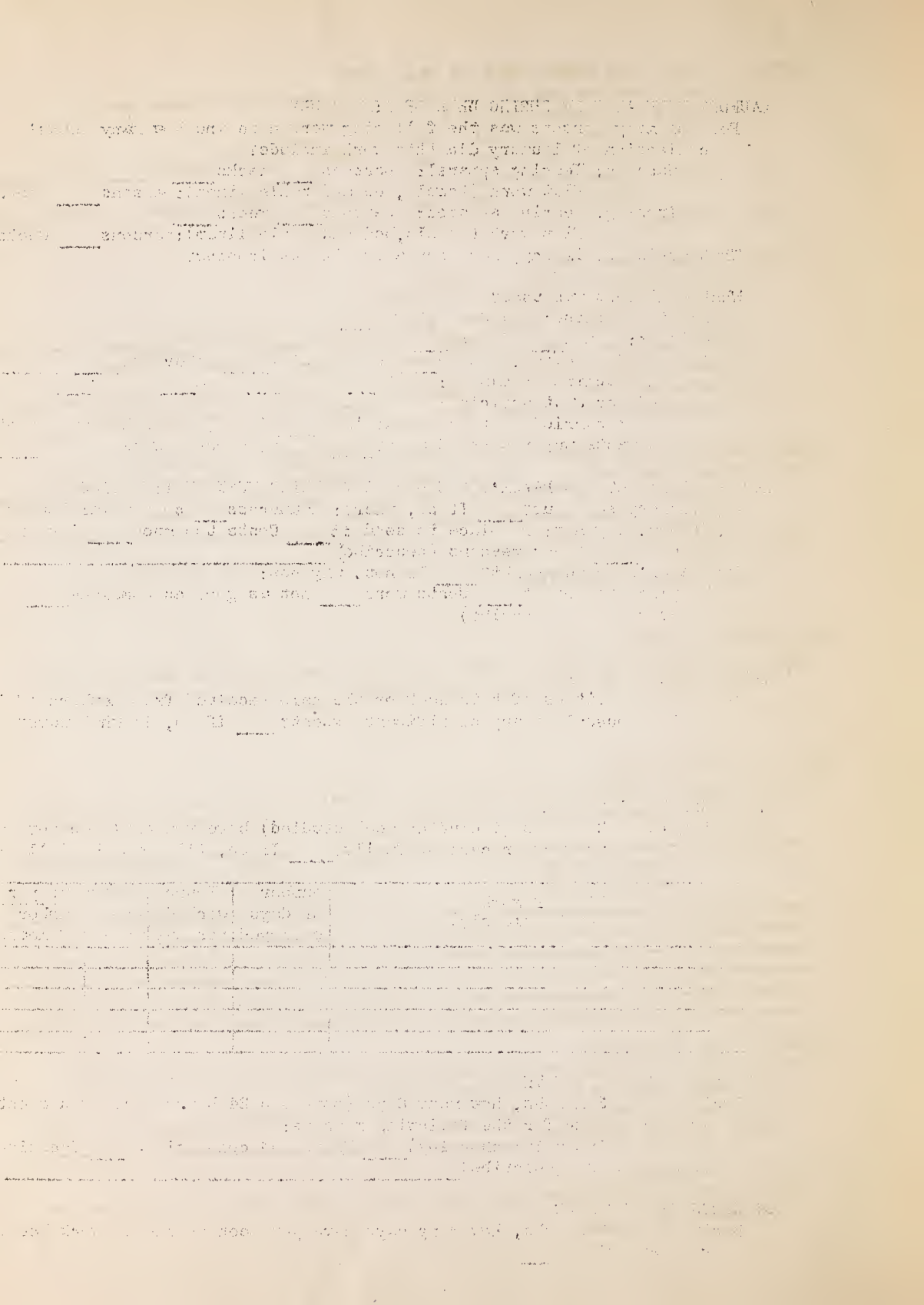
During last 12 months, how many days (complete 24 hours) have you spent away from home for the following reasons:

Business (including shopping) _____ Fairs and conventions _____ Vacation _____

Other reasons (describe) _____

SICKNESS OF HOMEMAKER

During last 12 months, how many days have you been unable to work because you were sick? _____



EDUCATION OF HOMEMAKER

Number of years attended: Elementary school _____ High school _____
 College _____ Other (describe) _____
 Describe special training, if any, for homemaking (housekeeping and care of family) _____

Describe special training, if any, for other work _____

EXPERIENCE OF HOMEMAKER

Number of years experience in running a home _____
 Have you ever been engaged in any paid work outside of the home? _____
 If so, fill out the following:

Kinds of work (List separately)	While not homemaker		While homemaker		Mark (x) any work you still are doing
	No. of years in which you worked	Usual months per year	No. of years in which you worked	Usual months per year	

OPINIONS OF HOMEMAKER CONCERNING WORK AND TIME

(Answer these questions as fully as you wish, using back of page or separate paper if necessary, numbering your answers)

- Do you feel the need of more time for your homemaking (housekeeping and care of family)? _____ If so, for what particular activities?
- What part of your homemaking do you enjoy most?
- What part of your homemaking do you dislike most?
- Does any of your work tire you physically? _____ If so, what kinds of work?
- If you had a thousand dollars to spend as you liked in making your homemaking easier or pleasanter for you, how would you spend it, and why?
- If you could choose your work, which would you prefer:
 - Work in your home as a homemaker _____
 - Job outside of home (your housekeeping being done for you) _____
 - Other arrangement (describe) _____
 Give reasons for your choice, and if outside job preferred, state kind _____

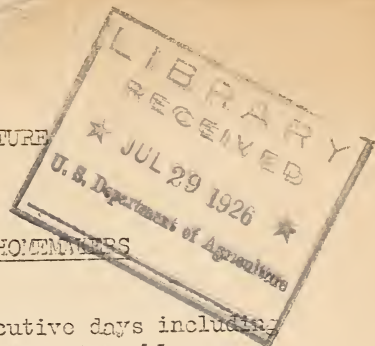
State (if you care to) your husband's attitude about this _____

- If you had more leisure time, in what ways would you like to use it?



7
H752
1926

UNITED STATES DEPARTMENT OF AGRICULTURE
Bureau of Home Economics
Washington, D. C.



Reserve

INSTRUCTIONS FOR STUDY OF USE OF TIME BY HOMEMAKERS

PERIOD FOR KEEPING RECORDS

The record should cover a period of one week (7 consecutive days including Sunday). Choose a week which will be typical of your daily and weekly activities, not one in which you are doing something unusual, as papering the house, which interferes greatly with your daily and weekly routine.

BLANKS TO BE FILLED OUT

For each day of the week fill out one Daily Time Record of Homemaker (including questions on Number of Persons) and one Daily Time Record of Help. Each day that you have no help, either from members of family or from hired help, indicate by drawing a line across columns. At the end of the week fill out the blank on Supplementary Information for Study of Use of Time By Homemakers.

BEFORE STARTING YOUR RECORDS STUDY CAREFULLY THE DIRECTIONS GIVEN BELOW AND THE DIRECTIONS AND ENTRIES ON THE SAMPLE BLANKS. WHEN YOU FINISH EACH RECORD GO OVER IT AGAIN TO MAKE SURE THAT IT IS COMPLETE AND THAT EVERY ENTRY IS PROPERLY MADE.
THE IMPORTANCE OF FOLLOWING DIRECTIONS CAN NOT BE OVEREMPHASIZED.

DIRECTIONS FOR RECORDING HOMEMAKER'S TIME

Record each activity as soon as possible after it is performed, using a sharp pencil. Account for the entire 24 hours. Enter the time to the nearest 5 minutes. For example, 9:18 should be entered as 9:20. Activities taking less than 5 minutes should either be entered as 5 minutes or be ignored, the time being thrown in with the next activity.

The entries should state just what was done. For example, "housework", "care of baby", and "in town", are too vague; the particular activity done should be stated, as "made beds", "fed baby", "went to movie".

Activities should not be combined. For example, if 2 hours were spent in filling out a mail order for food and writing personal letters those two activities should not be entered together in a space marked off for 2 hours, but the time spent on the mail order, say 50 minutes, should be marked off separately and labeled "mail order for food", and the remaining time, 1 hour and 10 minutes, marked off and labeled "writing personal letters".

When two activities are carried along together, first one being attended to and then the other, the time actually spent on each should be estimated and entered separately. For example, if baking is tended to along with ironing for 1 hour, the total time given to the baking, say 10 minutes, should be estimated and marked off separately and labeled "baking", and the remaining time, 50 minutes, marked off and labeled "ironing".

If, however, two activities are actually done at the same time, they should be entered together. For example, if mending is done for 30 minutes while listening to the radio, the 30 minutes should be marked off as a whole and labeled "mending and listening to radio".

1-9
H
SPECIAL DIRECTIONS FOR CERTAIN ACTIVITIES

Food As far as possible indicate just what was done, separating preparing from clearing away, as "preparing breakfast", "washing dinner dishes", "putting up lunches", "canning". If preparing or clearing away is for a social affair, indicate this, as "baking for son's party", "washing dishes after tea party". Enter getting vegetables from the garden separately from preparing meals.

Cleaning and straightening not usually done every week should be marked "extra". For example, if the pantry is not usually cleaned as often as once a week, but was cleaned this week, enter as "cleaned pantry extra". If it is usually cleaned once a week or oftener, enter merely as "cleaned pantry".

Laundry If articles seldom laundered are done separately from the regular laundry, indicate this, as "washed sweater", or "ironed curtains".

Sewing, mending, fancy work Enter separately, showing which was done.

Going to and returning from places Be sure to separate this time from that actually spent at the place. For example, calling on a friend and going to a movie with her should be entered as "went to friend's", "visited with friend", "went to movie", "at movie", and "returned home".

Purchasing So far as possible separate food purchasing from other family and household purchasing. If purchasing is done by the homemaker for farm or business use, for an organization, or for herself only, indicate this, as "bought poultry feed", "bought chairs for town library", "shopped for hat for self".

If an activity is performed for persons other than members of the household, or for an organization, indicate this, as "made gift for friend", "fitted dress for neighbor", "made cakes for church bazaar", "sold tickets for school play".

If an activity is performed for pay, as sewing or teaching, mark as "paid".

Attending meetings, lectures, classes Give name of club or organization and indicate nature of program, unless suggested by the name. For example, "Parent-teacher committee meeting", "Grange meeting on dairying", "School class in cooking", "Sunday School", "Bridge Club".

Correspondence and telephoning Specify as to purpose, as "wrote farm business letter for husband", "phoned doctor about son", "phoned for farm help", "phoned about Home Economics Club business".

Reading Indicate kind of reading, as "news", "fiction", "child training", "health", "poultry raising", "religion", and so forth.

Shows Indicate kind, as "movie", "play", "pageant", and so on.

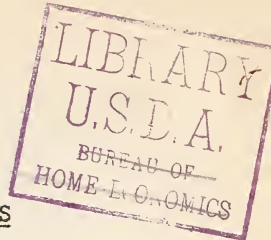
Care of self Mark as self when necessary to make clear. For example, "at doctor's office", or "at barber's" should be marked "self" if for self.

Time for retiring Remember to make an entry for preparation for bed.

Gardening Indicate whether flowers or vegetables.

1.9
H752
Suppl.
1926

United States Department of Agriculture
Bureau of Home Economics
Washington, D.C.



SUPPLEMENTARY INFORMATION FOR STUDY OF USE OF TIME BY HOMEMAKERS

MEMBERS OF HOUSEHOLD

Enter some reply in every space
left for an answer. Write out
"Yes". Use a dash --- for "No"

Persons ordinarily living or taking
meals with family, including those
away all or part of week studied

Date _____ 192__

Relationship : : No. of days
to homemaker : Age: this week

Name _____

(as husband, son, hired: : Lodg-: At
girl, roomer, boarder): : ing: Meals
Homemaker

Street or _____
route

Post Office _____

County _____

State _____

Do you live in the country? _____

Occupation of chief income-earner of
family _____

If farming, what are chief products
sold? _____

Birthplace of homemaker _____

HOUSE: Owned _____ Rented _____

Kind: private house _____ apartment _____ other (describe) _____

Janitor service provided with housing for care of: fires _____ halls _____
walks and grounds _____ other (describe) _____

Number of rooms in use during week studied: kitchen _____ dining room _____
living rooms _____ bedrooms _____ bathrooms _____ other (describe) _____

EQUIPMENT

Water supply and fixtures:

Running water in kitchen: cold _____ hot _____ Pump in kitchen _____

Water carried to kitchen _____ If so, about how many feet? _____

Sink _____ with drain _____

Waste water carried out of kitchen _____ If so, about how many feet? _____

Wash bowl: Drain _____ Running water: cold _____ hot _____

Bath tub: Drain _____ Running water: cold _____ hot _____

Shower: Drain _____ Running water: cold _____ hot _____

Toilet: Running water _____ Chemical _____

Lighting: Kerosene _____ Electricity _____ Gas _____ Other (describe) _____

Heating: Furnace _____ Stoves (other than kitchen stove) _____ Fireplace _____
Other (describe) _____

Vacuum cleaner: electric _____ other _____

Sewing machine: with motor _____ without motor _____

Kitchen equipment: Stove: wood _____ coal _____ gas _____ kerosene _____ electricity _____

Pressure cooker _____ Refrigerator: electric _____ other _____ Wheel cart _____

Fireless cooker or oven _____ Other (describe) _____

EQUIPMENT (Continued)

Laundry equipment: Washing machine: hand____ power____ Kind____
 Wringer: hand____ power____
 Irons: How heated: stove____ electricity____ otherwise____
 Ironing machine or mangle: hot____ cold____ Turned by: hand____ power____
 Stationary tubs with running water: cold____ hot____ drain____
 Water carried: cold____ hot____ If so, about how many feet: cold____ hot____
 Waste water carried out?____ If so, about how many feet?____
 Other labor-saving equipment (describe)_____

During week of time study was house heated (aside from kitchen stove)?____
 If so, be sure that time spent in care of fires by members of family and
 hired help (excluding janitor) is entered on each day's help record.
 During week of time study did you use all of the equipment (aside from
 heating) which you have marked "Yes" above?____ If not, what kinds were
 not used?_____

LAUNDERING DURING WEEK OF TIME STUDY

Was any laundry done at home during week of time study?____ If so,
 Was it just one week's collection of laundry?____ If not, explain:

For how many persons was it done?

Was it the complete laundry for this number of persons (washing and
 ironing of wearing apparel and flat work such as towels, bed linen,
 table linen)?____ If not, explain fully:

What articles, if any, were put away to be used without ironing?

Was any laundry sent out during week of time study?____ If so,

To be washed: All____ Part (list kinds)_____

To be ironed: All____ Part (list kinds)_____

Where was it sent: Commercial laundry____ Laundress outside home____
 Other (describe)_____

If all laundry was not sent out, indicate your objections to doing so:

Lack of convenient place to send it____ Work poorly done____ Costs too
 much____ Other reasons (describe)_____

BREAD USED DURING WEEK OF TIME STUDY

Number of loaves bought____ Number of loaves baked at home____

If all bread was not bought, indicate your objections to doing so:

Inconvenient to get it____ Not as good as homemade____ Costs more____
 Other reasons (describe)_____

WEEK TYPICAL OF YEAR

Were the activities of this week or the help received from members of the
 family unusual to any significant extent?____ If so, in what ways?

PAID HELP IN PAST YEAR

During last 12 months (including week studied) have you employed any paid help in your home in housework or care of family? ____ If so, fill out the following:

Kind of work (Describe clearly)	No. of days employed in year	Hours worked per day	Payment per day		
			Money wages	No. of meals	Room
			\$		
			\$		
			\$		
			\$		
			\$		

HOMEMAKER AWAY FROM HOME

During last 12 months, how many complete days (24 consecutive hours) have you spent away from home for the following reasons:

Business and shopping trips ____ days Fairs, conferences ____ days

Vacation: with housekeeping ____ days without housekeeping ____ days

If children were along, state ages ____

Other reasons (describe) ____ days

SICKNESS OF HOMEMAKER

During last 12 months, how many days (including those away from home) have you been unable to work because you were sick? ____ days

EDUCATION OF HOMEMAKER

Number of years attended (or equivalent): Elementary school ____ years

High school ____ years College ____ years Post graduate ____ years

Describe kind and amount of any special training for homemaking or other work. Mark "Extra" if taken in addition to regular schooling given above:

For homemaking (housekeeping and care of family) ____

For work other than homemaking ____

EXPERIENCE OF HOMEMAKER

Number of years experience in running a home, either before or after marriage: ____ years

Have you ever been engaged in any paid work, either before or after marriage? ____ If so, fill out the following:

Kinds of work (List separately)	While not homemaker			While homemaker		
	No. of years in which you worked	Usual weeks per year	Part or full time per week?	No. of years in which you worked	Usual weeks per year	Part or full time per week?

(Place check after any work which you are now doing)

OPINIONS OF HOMEMAKER CONCERNING WORK AND TIME

(Answer these questions as fully as you wish. Use a separate sheet of paper, if necessary, numbering your answers)

1. Do you feel the need of more time for your homemaking (housekeeping and care of family)? _____ If so, for what particular activities? _____
2. What part of your homemaking do you enjoy most? _____
3. What part of your homemaking do you dislike most? _____
4. Does any of your work tire you physically? _____ If so, what kinds of work? _____
5. If you had a thousand dollars to spend as you liked in making your home-making easier or pleasanter for you, how would you spend it, and why? _____

6. If (by some magic) you had the choice between (a) doing your own housekeeping in a convenient house with efficient equipment and (b) having your housekeeping done for you in a wholly satisfactory manner while you did some other work, which would you prefer? (a) _____ (b) _____

If (b) what kind of other work would you prefer? Paid _____ Unpaid _____
Full time _____ Part time (state amount) _____

Describe type of work

Give reasons for your choice

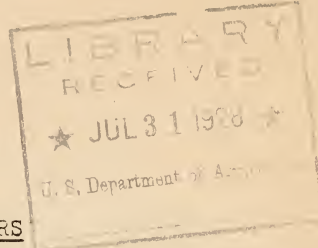
How does your husband feel about this, and why?

7. If you had more leisure time, in what ways would you like to use it (other than in work mentioned in 1 and 6 above)?

BEFORE RETURNING THIS BLANK AND THE 7 DAILY TIME RECORDS GO OVER THEM CAREFULLY TO MAKE SURE THAT THEY ARE COMPLETE, THAT THE "INSTRUCTIONS" ARE FOLLOWED AND THAT ON DAYS WHEN YOU HAD NO HELP A LINE IS DRAWN ACROSS THE HELP COLUMNS
84(12-16-26)

1.9
4758
1928
Reserve

UNITED STATES DEPARTMENT OF AGRICULTURE
Bureau of Home Economics
Washington, D. C.



INSTRUCTIONS FOR STUDY OF USE OF TIME BY HOMEMAKERS

PERIOD FOR KEEPING RECORDS

The record should cover a period of one week (7 consecutive days including Sunday). Choose a week which will be typical of your daily and weekly activities, not one in which you are doing something unusual, as papering the house, which interferes greatly with your daily and weekly routine.

BLANKS TO BE FILLED OUT

For each day of the week fill out one Daily Time Record of Homemaker (including questions on Number of persons) and one Daily Time Record of Help. Each day that you have no help, either from members of family or from hired help, indicate by drawing a line across columns. At the end of the week fill out the blank on Supplementary Information for Study of Use of Time by Homemakers.

BEFORE STARTING YOUR RECORDS STUDY CAREFULLY THE DIRECTIONS GIVEN BELOW AND THE DIRECTIONS AND ENTRIES ON THE SAMPLE BLANKS. WHEN YOU FINISH EACH RECORD GO OVER IT AGAIN TO MAKE SURE THAT IT IS COMPLETE AND THAT EVERY ENTRY IS PROPERLY MADE.
THE IMPORTANCE OF FOLLOWING DIRECTIONS CAN NOT BE OVEREMPHASIZED.

DIRECTIONS FOR RECORDING HOMEMAKER'S TIME

Record each activity as soon as possible after it is performed, using a sharp pencil. Account for the entire 24 hours. Enter the time to the nearest 5 minutes. For example, 9:18 should be entered as 9:20. Activities taking less than 5 minutes should either be entered as 5 minutes or be ignored, the time being thrown in with the next activity.

The entries should state just what was done. For example, "housework", "care of baby", and "in town", are too vague; the particular activity done should be stated, as "made beds", "fed baby", "at movie".

Activities should not be combined. For example, if 2 hours were spent in filling out a mail order for food and writing personal letters those two activities should not be entered together in a space marked off for 2 hours, but the time spent on the mail order, say 50 minutes, should be marked off separately and labeled "mail order for food", and the remaining time, 1 hour and 10 minutes, marked off and labeled "writing personal letters".

When two activities are carried along together, first one being attended to and then the other, the time actually spent on each should be estimated and entered separately. For example, if baking is tended to along with ironing for 1 hour, the total time given to the baking, say 10 minutes, should be estimated and marked off separately and labeled "baking", and the remaining time, 50 minutes, marked off and labeled "ironing".

If, however, two activities are actually done at the same time, they should be entered together. For example, if mending is done for 30 minutes while listening to the radio, the 30 minutes should be marked off as a whole and labeled "mending and listening to radio".

AGSU
GLI

SPECIAL DIRECTIONS FOR CERTAIN ACTIVITIES

Food As far as possible indicate just what was done, separating preparing from clearing away, as "preparing breakfast", "washing dinner dishes", "putting up lunches", "canning". If preparing or clearing away is for a social affair, indicate this, as "baking for son's party", "washing dishes after tea party". Enter getting vegetables from the garden separately from preparing meals.

Cleaning and straightening not usually done every week should be marked "extra". For example, if the pantry is not usually cleaned as often as once a week, but was cleaned this week, enter as "cleaned pantry extra". If it is usually cleaned once a week or oftener, enter merely as "cleaned pantry".

Laundry If articles seldom laundered are done separately from the regular laundry, indicate this, as "washed sweater", or "ironed curtains".

Sewing, mending, fancy work Enter separately, showing which was done.

Going to and returning from places Be sure to separate this time from that actually spent at the place. For example, calling on a friend and going to a movie with her should be entered as "went to friend's", "visited with friend", "went to movie", "at movie", and "returned home".

Purchasing So far as possible separate food purchasing from other family and household purchasing. If purchasing is done by the homemaker for farm or business use, for an organization, or for herself only, indicate this, as "bought poultry feed", "bought chairs for town library", "shopped for hat for self".

If an activity is performed for persons other than members of the household, or for an organization, indicate this, as "made gift for friend", "fitted dress for neighbor", "made cakes for church bazaar", "sold tickets for school play".

If an activity is performed for pay, as sewing or teaching, mark as "paid".

Attending meetings, lectures, classes Give name of club or organization and indicate nature of program, unless suggested by the name. For example, "Parent-teacher committee meeting", "Grange meeting on dairying", "School class in cooking", "Sunday School", "Bridge Club".

Correspondence and telephoning Specify as to purpose, as "wrote farm business letter for husband", "phoned doctor about son", "phoned for farm help", "wrote letter about Home Economics Club business".

Reading Indicate kind of reading, as "fiction", "current events", "child training", "health", "poultry raising", "religion", and so forth.

Shows Indicate kind, as "movie", "play", "concert", "pageant", and so on.

Care of self Mark as self when necessary to make clear. For example, "at doctor's office", or "at barber's" should be marked "self" if for self.

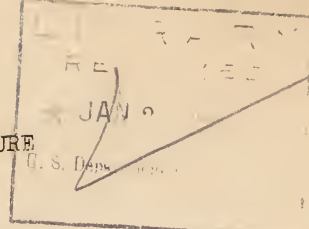
Time for retiring Remember to make an entry for the preparation for bed.

Gardening Indicate whether flowers or vegetables.

1.9
H752
1931?a

Reserve

UNITED STATES DEPARTMENT OF AGRICULTURE
Bureau of Home Economics
Washington, D.C.



INSTRUCTIONS FOR STUDY OF USE OF TIME BY HOMEMAKERS

BEFORE STARTING YOUR RECORDS STUDY CAREFULLY THE DIRECTIONS GIVEN BELOW AND DIRECTIONS AND ENTRIES ON SAMPLE BLANKS. WHEN YOU FINISH EACH RECORD GO OVER IT AGAIN TO MAKE SURE THAT IT IS COMPLETE AND THAT EVERY ENTRY IS PROPERLY MADE. THE IMPORTANCE OF FOLLOWING DIRECTIONS CAN NOT BE OVEREMPHASIZED.

PERIOD FOR KEEPING RECORDS

The record should cover a period of one week (7 consecutive days including Sunday). Choose a week which will be typical of your daily and weekly activities, not one in which you are doing something unusual, as papering the house, which interferes greatly with your daily and weekly routine.

BLANKS TO BE FILLED OUT

For each day of the week fill out one Daily Time Record of Homemaker (including questions on "Number of Persons") and one Daily Time Record of Help. Each day that you have no help, either from members of family, hired help, or other persons, indicate by drawing a line across columns. At the end of the week fill out the blank on Supplementary Information for Study of Use of Time by Homemakers, giving special attention to questions on "Members of Household".

DIRECTIONS FOR RECORDING TIME

Record each activity as soon as possible after it is performed, using a sharp pencil. Account for the entire 24 hours. Enter the time to the nearest 5 minutes. For example, 9:18 should be entered as 9:20. Activities taking less than 5 minutes should either be entered as 5 minutes or be ignored, the time being thrown in with the next activity.

The entries should state just what was done. For example, "housework", "care of baby", and "in town", are too vague; the particular activity done should be stated, as "made beds", "fed baby", "at movie".

Activities should not be combined. For example, if one hour was spent in recording household expenditures and writing personal letters those two activities should not be entered together in a space marked off for one hour, but the time spent recording expenditures, say 10 minutes, should be marked off separately and labeled "recording household expenditures", and the remaining time, 50 minutes, marked off and labeled "writing personal letters".

When two activities are carried along together, first one being attended to and then the other, the time actually spent on each should be estimated and entered separately. For example, if baking is tended to along with ironing for 1 hour, the total time given to the baking, say 10 minutes, should be estimated and marked off separately and labeled "baking", and the remaining time, 50 minutes, marked off and labeled "ironing".

If, however, two activities are actually done at the same time, they should be entered together. For example, if mending is done for 30 minutes while listening to the radio, the 30 minutes should be marked off as a whole and labeled "mending and listening to radio".

AGSU
811

SPECIAL DIRECTIONS FOR CERTAIN ACTIVITIES

Food As far as possible indicate just what was done, separating preparing from clearing away, as "preparing breakfast", "washing dinner dishes", "putting up lunches", "canning". If preparing or clearing away is for a social affair, indicate this, as "baking for son's party", "washing dishes after tea party". Enter getting vegetables from the garden separately from preparing meals.

Cleaning and straightening not usually done every week should be marked "extra". For example, if the pantry is not usually cleaned as often as once a week, but was cleaned this week, enter as "cleaned pantry extra". If it is usually cleaned once a week or oftener, enter merely as "cleaned pantry".

Laundry If articles seldom laundered are done separately from the regular laundry, indicate this, as "washed sweater", or "ironed curtains".

Sewing, mending, fancy work Enter separately, showing which was done.

Going to and returning from places Be sure to separate this time from that actually spent at the place. For example, calling on a friend and going to a movie with her should be entered as "went to friend's", "visited with friend", "went to movie", "at movie", and "returned home".

Purchasing So far as possible separate food purchasing from other family and household purchasing. If purchasing is done by the homemaker for farm or business use, for an organization, or for herself only, indicate this, as "bought poultry feed", "bought chairs for town library", "shopped for hat for self".

If an activity is performed for persons other than members of the household, or for an organization, indicate this, as "made gift for friend", "fitted dress for neighbor", "made cakes for church bazaar", "sold tickets for school play".

If an activity is performed for pay, as sewing or teaching, mark as "paid".

Attending meetings, lectures, classes Give name of club or organization and indicate nature of program, unless suggested by the name. For example, "Parent-teacher committee meeting", "Lecture on salesmanship", "School class in cooking", "Sunday School", "Bridge Club".

Correspondence and telephoning Specify as to purpose, as "wrote business letter for husband", "wrote business letter for Home Economics Club", "phoned doctor about son", "phoned about son's newspaper route".

Reading Indicate kind of reading, as "fiction", "current events", "child training", "health", "poultry raising", "religion", and so forth.

Shows Indicate kind, as "movie", "play", "concert", "pageant", and so on.

Care of self Mark as self when necessary to make clear. For example, "at doctor's office for self", or "at barber's for self".

Time for retiring Remember to make an entry for the preparation for bed.

Gardening Indicate whether flowers or vegetables.

